

**CITY OF FAIRFIELD**

**RESOLUTION NO. 2017 - 268**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FAIRFIELD APPROVING  
THE PLANS AND SPECIFICATIONS AND AWARDING A CONTRACT TO NEW  
IMAGE LANDSCAPE COMPANY FOR THE WOODLAKE-PARADISE CREST  
LIGHTING AND LANDSCAPE MAINTENANCE DISTRICT**

**WHEREAS**, the bid opening for the Woodlake-Paradise Crest Lighting and Landscape Maintenance District took place on October 17, 2017; and

**WHEREAS**, the apparent low bidder was New Image Landscape Company in the amount of \$112,800; and

**WHEREAS**, staff has reviewed the bid documents from New Image Landscape Company and found them to be in order; and

**WHEREAS**, staff is recommending that the City Council award the contract to New Image Landscape Company.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY  
RESOLVES:**

Section 1. The plans and specifications for the Woodlake-Paradise Crest Lighting and Landscape Maintenance District are hereby approved.

Section 2. The City Manager is authorized and directed to enter into a contract with New Image Landscape Company in the amount of \$112,800.

Section 3. The Public Works Director is authorized to extend the contract for four (4) additional twenty four (24) month extensions with the same terms and conditions including a negotiated adjustment not to exceed the October CPI, of the current contract year, for the San Francisco/Bay Area Urban Wage Earner.

Section 4. The Public Works Director is authorized to implement the above-mentioned contract.

**PASSED AND ADOPTED** this 21st day of November, 2017, by the following vote:

AYES: COUNCILMEMBERS: PRICE/TIMM/BERTANI/MOY/VACCARO

NOES: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: Bertani, Moy

ABSTAIN: COUNCILMEMBERS: NONE

Mayor, f. Price  
MAYOR

ATTEST:

Karen L. Rees  
CITY CLERK  
pw

## LANDSCAPE MAINTENANCE AGREEMENT

THIS LANDSCAPE MAINTENANCE AGREEMENT (hereinafter referred to as the "Agreement"), dated February 7, 2018 by and between CITY OF FAIRFIELD, party of the first part, (hereinafter called the "CITY"), and NEW IMAGE LANDSCAPE COMPANY, party of the second part, (hereinafter called the "CONTRACTOR").

### RECITALS:

WHEREAS, the CITY is the owner of real properties in the CITY known as

### LANDSCAPE MAINTENANCE DISTRICT NO. 14

### WOODLAKE/PARADISE CREST

(hereinafter referred to as the 'Property') made a part of this Agreement by reference; and

Whereas, the CITY and CONTRACTOR have agreed that CONTRACTOR shall be responsible for the actual maintenance of certain of (the "Improvements"), to wit, the landscaping, and the costs therefore shall be paid to CONTRACTOR by the CITY and that all other costs shall be paid by the CITY directly.

### NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Purpose. The purpose of this Agreement is to assure continued maintenance and care of the Improvements installed in accordance with the plans previously approved by the CITY.

2. Properties Subject to Agreement. The properties as herein referred to, includes the areas outlined on plans available for review at City Hall.

2.1 Scope of Work. CONTRACTOR hereby agrees to furnish all of the materials, equipment and labor necessary and to perform all of the work described in the specifications all in accordance with the requirements and provisions of the following documents which are hereby made a part of this Agreement:

(a) Specifications for Landscape Maintenance dated	<u>September 7, 2017</u>
(b) The accepted bid dated	<u>October 3, 2017</u>
(c) Instructions to bidders	<u>September 7, 2017</u>
(d) City of Fairfield Standard Specifications and details dated	<u>September 1, 2017</u>
(e) Performance Bond dated	<u>December 15, 2017</u>
(f) Labor and Materials Bond dated	<u>December 15, 2017</u>

All of said documents are intended to cooperate so that any work called for in one and not mentioned in another, or vice versa, is to be executed and performed the same as if mentioned in all of said documents. Said documents, comprising the complete contract, are sometimes hereinafter referred to as (the "Contract Documents"). Should there be any conflict between the terms of this instrument and the bid or proposal of CONTRACTOR or any of the other Contract Documents, this instrument shall control.

3. Duty to Maintain Improvements. CONTRACTOR agrees to diligently maintain and care for the covered improvements, using generally accepted methods for cultivation and watering in accordance with the standard of care and maintenance set forth in the "Technical Provisions" hereto. The intent of such standard of care and maintenance is to provide for the life, growth, health and beauty of landscaping including cultivation, irrigation, trimming, spraying, fertilizing or treating for disease or injury to maintain the landscaping in a healthy, thriving, weed free condition, and to prevent it from deteriorating to the extent that its value as landscaping is reduced or destroyed.

4. Payment of Maintenance Costs. CONTRACTOR and the CITY agree that commencing January 1, 2018, the CITY will pay CONTRACTOR the Contract Sum plus any approved extras for maintaining the covered Improvements ("Covered Maintenance Cost", as defined below). On the tenth (10<sup>th</sup>) day of each month, CONTRACTOR shall deliver to the CITY a billing for the Covered Maintenance Costs incurred by CONTRACTOR for the previous month, together with supporting documentation therefore, and such costs shall be paid to CONTRACTOR within thirty (30) days of receipt of said invoice. As used herein, the term "Covered Maintenance Costs" shall mean the Contract Sums as bid by the CONTRACTOR and other costs and expenses approved by the CITY as Extra Work associated with the care and maintenance of the Covered Improvements hereto.

4.1 Contract Sum. The CONTRACTOR will accept, in full payment and compensation for the furnishing of said labor and materials, etc., as aforesaid, and doing all of the work contemplated and embraced in this Agreement, also for all loss or damage arising out of the nature of the work to be done under this Agreement, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered during the progress of said work during the twenty-four (24) month Maintenance Period, for the sums not to exceed as follows:

## LANDSCAPE MAINTENANCE DISTRICT NO. 14

### WOODLAKE/PARADISE CREST

#### BASE BID

Item No.	Item of Work	Unit	Quantity	Unit Price	Total Price
1.	Landscape Maintenance District No. 14 - Woodlake/Paradise Crest	Month	24	\$4,700.00	\$112,800.00
TOTAL BID:					\$112,800.00

**Note: Contractor shall bid on all Base Bid Items. The basis of award shall be based on the Base Bid. Failure to bid on all items will be cause to reject contractor's bid.**

#### REQUIRED INFORMATION

##### 4.2 Extra Work.

On occasion, the CITY may ask the CONTRACTOR to perform work in addition to the regular duties. Prospective bidders are required to provide the following information, which will remain firm for the term of the contract:

METHOD OF PRICING IRRIGATION PARTS: 15% markup on parts and material.

\_\_\_\_\_

EXTRA/EMERGENCY WORK, HOURLY RATE FOR ONE WORKER: \_\_\_\_\_

\$175/hour – first hour

\$100/hour – subsequent hours (2 hour minimum)

All extra work shall be approved in advance in writing by the CITY. The extra work proposal shall include the following: scope of work; cost of work; and time of completion. Unauthorized work shall be at the CONTRACTOR's expense. Prior to repairing any leaking irrigation pipe or sprinklers or performing any extra work that may be needed; the CONTRACTOR will provide a job estimate outlining the scope of work to be performed. Said work will be approved by the Landscape Maintenance Manager (LMM) prior to beginning work. The CITY reserves the rights to have another contractor perform extra work if the CONTRACTOR's proposal is not acceptable to the LMM.

5. Costs Paid by City.

5.1 The following costs shall be paid directly by the CITY:

5.1.1 All utility costs including, but not limited to: PG&E and water.

5.1.2 Cost of street light maintenance.

5.1.3 All other costs as may lawfully be covered by the CITY.

6. City May Maintain Landscaping.

6.1 Temporary Default. CONTRACTOR agrees that in the event CONTRACTOR fails to perform any of the duties specified in Paragraph 3, above, the CITY may elect to serve written notice of its intent to enter the area to promptly perform the required maintenance. Such notice shall be served personally, or by certified mail, return receipt requested, upon CONTRACTOR, at least fourteen (14) days in advance of the date when the CITY intends to enter the area for the purpose stated in this paragraph. CONTRACTOR may void the notice and the CITY's right to enter and perform the maintenance, by promptly performing the required maintenance within the notice period or, if such maintenance cannot be reasonably completed within such fourteen (14) day period, then CONTRACTOR shall contact the Public Works Director to obtain such additional time as is necessary. If additional time is obtained, CONTRACTOR shall immediately undertake necessary steps to perform said maintenance and shall diligently pursue the duties to completion within the time period agreed to by the Public Works Director. If CONTRACTOR fails to perform the required duties within the time period(s) specified by this paragraph, the CITY may enter upon the area for which proper notice has been served and perform such work as it considers reasonably necessary and proper to restore and/or maintain the landscaping. The CITY may act either through its own employees or through an independent contractor. The cost of such work shall be deducted from the amount owed to CONTRACTOR.

6.2 Continuing Default. CONTRACTOR agrees that in the event CONTRACTOR should default in the performance of the duties specified in Paragraph 3 herein for a continuous period of fourteen (14) days from Notice thereof to CONTRACTOR by the CITY and no additional time to cure such default has been given CONTRACTOR by the CITY, the CITY may elect to terminate this Agreement by serving written notice to CONTRACTOR of such termination and upon such termination, all maintenance of the Improvements shall be performed by or under the direction of the CITY.

6.3 Any contractor in default of previous contracts with the City of Fairfield within the last three years will not be allowed to enter a bid for this contract without approval of the City Engineer prior to bid opening.

7. Option to Renew. By mutual agreement, the CITY and the CONTRACTOR may enter into an agreement for extension of this Agreement for a period of an additional twenty-four (24) months upon the same terms and conditions set forth herein with a negotiated adjustment not to exceed the October CPI, of the current contract year, for the San Francisco/Bay Area Urban Wage Earner. No more than four (4) extensions will be granted of this Agreement. New work would be added at a cost increase agreed to by the CONTRACTOR and the CITY prior to beginning the work.

8. Hold Harmless Agreement. CONTRACTOR will indemnify, hold harmless, and assume defense of, in any actions of law or in equity, the CITY, its officers, employees, agents, and elective and appointive boards from all claims, losses, damage, including property damage, personal injury, including death, and liability of every kind, nature and description, directly, or indirectly, arising from the operations of CONTRACTOR, any subcontractor, or of any person directly or indirectly employed by, or acting as agent for CONTRACTOR, his subcontractor, in connection with the work to be performed under this Agreement but not including the sole or active negligence or willful misconduct of the CITY. Subject to any applicable statutes of limitations, this indemnification shall extend to claims, losses, damage, injury, and liability for injuries occurring after completion of the aforesaid operations as well as during the work's progress. Acceptance of insurance certificates required under this Agreement does not relieve CONTRACTOR from liability under this indemnity and hold harmless clause. This indemnity and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of CONTRACTOR's, or any subcontractor's operations regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

9. Contractor's Insurance. CONTRACTOR shall not commence work under this Agreement or permit his subcontractor to commence work there under until CONTRACTOR shall have obtained or caused to be obtained all insurance required under this paragraph and such insurance shall have been approved by the CITY Attorney as to form, amount, and carrier. CONTRACTOR shall not allow any subcontractor to commence work on his subcontract until all insurance required of the CONTRACTOR or subcontractor shall have been so obtained and approved. Said insurance shall be maintained in force and effect during the performance of work under this Agreement. All requirements herein provided shall appear either in the body of the insurance policies or as endorsements, and shall specifically bind the insurance carrier.

(a). Workers' Compensation Insurance: CONTRACTOR shall obtain and maintain (or cause to be obtained and maintained) workers' compensation insurance for all CONTRACTOR's employees employed to maintain the Improvements. Proof of a qualified self-insurance program is acceptable. CONTRACTOR shall require any contractor or subcontractor similarly to provide workers' compensation insurance for all CONTRACTOR's or subcontractor's employees, unless such employees are covered by the protection afforded to CONTRACTOR. In case any class of employees engaged in work under this Agreement on the Properties is not protected under any workers' compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR hereby agrees to indemnify CITY for any damage resulting to it from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance. CONTRACTOR shall provide the Public Works Director with a certificate of insurance indicating workers' compensation coverage prior to engaging in any activity required by this Agreement.

(b). Liability Insurance: CONTRACTOR shall obtain and keep in full force and effect during the term of this Agreement broad form property damage, personal injury, automobile, employers', and comprehensive form liability insurance in the amount of \$3,000,000 per occurrence provided: (1) that the CITY, its officers, agents, and employees shall be added as insureds under the policy; (2) that the policy shall stipulate that this insurance will operate as primary insurance as it relates to any insurance carried by the CITY; and (3) no other insurance effected by the CITY will be called upon to cover a loss covered thereunder. In the event that any of the aforesaid insurance policies provided for in this Paragraph 9 insures any entity, persons, boards, or commissions other than those mentioned in this paragraph, such policy shall contain a standard form of cross-liability endorsement, insuring on such policy CITY, its elective and appointive boards, commissions, officers, agents, and employees, CONTRACTOR and any subcontractor performing work covered by this Agreement.

10. Certificates of Insurance. CONTRACTOR shall file with CITY's Public Works Director upon the execution of this Agreement, certificates of insurance which shall provide that no cancellation, major change in coverage, expiration, or nonrenewal will be made during the term of this Agreement, without thirty (30) days written notice to the Public Works Director prior to the effective date of such cancellation, or change in coverage.

CONTRACTOR shall file with the Public Works Director concurrent with the execution of this Agreement, the CITY's standard endorsement form (attached hereto) providing for each of the above requirements.

11. Contractor not Agent of City. Neither CONTRACTOR nor any of CONTRACTOR's agents, contractors, or subcontractors are or shall be considered to be agents of CITY in connection with the performance of CONTRACTOR's obligations under this Agreement.

12. No employee of the City of Fairfield shall have any direct financial interest in this Agreement. This Agreement shall be voidable at the option of the CITY if this provision is violated.

13. Termination of Contract by the City. The CITY reserves the right to terminate the contract for convenience, for any reason or for no reason, at the CITY's sole discretion, but not the performance of the CONTRACTOR. The CONTRACTOR is entitled to receive payment for work completed. Reasonable overhead and profit will be recognized for work completed. However, no allowances or compensation will be granted for the loss of any anticipated profit by the CONTRACTOR. Notice of the CITY's intent to terminate will be given ten (10) days prior by registered mail. Notice of termination will follow after the tenth (10th) day. The CONTRACTOR will be required to remove all materials and personal property belonging to the CONTRACTOR within the ten (10) days.

14. Notices. All notices herein required shall be in writing, and delivered in person or sent by registered mail, postage prepaid.

Notices required to be given to CITY shall be addressed as follows:

City Engineer  
Fairfield CITY Hall  
1000 Webster Street  
Fairfield, California 94533

Notices required to be given to CONTRACTOR shall be addressed as follows:

New Image Landscape Company

3250 Darby Common

Fremont, CA 94538

---

Any party or the surety may change such address by notices in writing to the other party and thereafter notices shall be addressed and transmitted to the new address.

15. Miscellaneous Terms and Provisions.

- (a) If any of this Agreement is adjudged invalid, the remaining provisions of it are not affected.
- (b) Notice to Contractor shall be considered to have been given to CONTRACTOR when sent to address as stated above.
- (c) This writing contains a full, final, and exclusive statement of the Agreement of the parties.

(d) By executing this Agreement, CONTRACTOR authorizes and grants to the CITY or anyone acting on the CITY's behalf permission to enter upon the Properties subject to this Agreement to perform inspections and/or to perform any work authorized by this Agreement in the event of default by CONTRACTOR.

16. Local Employment Policy. "The City of Fairfield desires wherever possible, to hire qualified local residents to work on city projects. Local resident is defined as a person who resides in Solano County.

The CITY encourages an active affirmative action program on the part of its contractors, consultants, and developers.

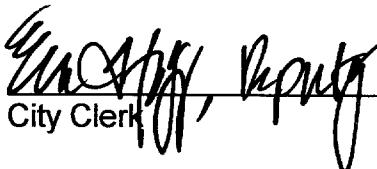
When local projects require, subcontractors, contractors, consultants and developers will solicit proposals from qualified local firms where possible.

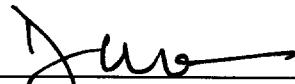
As a way of responding to the provisions of the Davis-Bacon Act and this program, contractor, consultants, and developers will be asked to provide no more frequently than monthly, a report which lists the employee's name, job class, hours worked, salary paid, City of residence, and ethnic origin."

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth opposite their respective signatures.

ATTEST:

CITY OF FAIRFIELD

  
\_\_\_\_\_  
City Clerk

By:   
\_\_\_\_\_  
City Manager



New Image Landscape Company  
CONTRACTOR

By:   
\_\_\_\_\_  
Title: VP/GM



**Bid Prepared for:**



**Landscape Maintenance District No. 14  
Woodlake/Paradise Crest**

Proposals Due: October 17, 2017 @ 2:00 pm

**Submitted by:**

New Image Landscape Company  
3250 Darby Common, Fremont, CA 94539  
License # 719106



October 17, 2017

City of Fairfield  
1000 Webster Street  
Fairfield, CA 94533

RE: Landscape Maintenance District No. 14 Woodlake/Paradise Crest

On behalf of New Image Landscape Company, please accept the attached documents as our proposal for landscape maintenance services. We have reviewed the scope of work and as providers of high-quality landscape maintenance services we are sure to be able to execute all. We are particularly proud of the commitment and dedication of our professional staff and our ability to partner with municipalities to better, not only their landscape but the environment as well.

Thank you for the opportunity to provide you with a comprehensive landscape maintenance proposal. We look forward to the opportunity to work with you on this project. Please do not hesitate to call with any questions.

Sincerely,

New Image Landscape Company

*Russell Takehara*

Russell Takehara  
General Manager

CITY OF FAIRFIELD  
STATE OF CALIFORNIA  
  
LANDSCAPE MAINTENANCE DISTRICT NO. 14  
  
WOODLAKE/PARADISE CREST

To the City Clerk of the City of Fairfield:

The undersigned declares that he has examined the locations of the work, that he has examined the specifications and all contract documents, and hereby agrees to furnish all materials, labor, equipment, and perform all the work in accordance with said specifications and contract documents, **a period of approximately twenty four (24) months** from the date of the Notice to Proceed (anticipated to be January 1, 2018).

The undersigned further agrees that, upon written acceptance of this bid, he will within **FIFTEEN** days of receipt of such notice execute a formal contract agreement with the City of Fairfield, with necessary bonds and certificate and city standard form endorsement of insurance. He also agrees that, in the case of default in executing the contract, the proceeds of the check or bond accompanying his bid shall become the property of the City of Fairfield.

The undersigned agrees that, if awarded the contract, he will commence the work upon written notice to proceed.

Bids will be submitted for the entire work. Contract will be awarded on lowest base bid only.

The amount of the bid for comparison purposes will be total amount of bid.

The bidder shall set forth for each unit basis item of work a unit price and a total price for the item, and for each lump sum item a total price for the item, all in clearly legible figures in the respective spaces provided for this purpose. In the case of unit basis items, the amount set forth in the "Total Price" column shall be an extension of the unit price bid on the basis of the quantity for this item.

In case of discrepancy between the unit price and the total price set forth for a unit basis item, the unit price shall prevail, provided, however, if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Total Price" column, then the amount set forth in the "Total Price" column for the item shall prevail and shall be divided by the quantity for the item and the price thus obtained shall be the unit price.

Bidder acknowledges receipt of the following addenda:  
Addendum 1

CITY OF FAIRFIELD  
STATE OF CALIFORNIA

LANDSCAPE MAINTENANCE DISTRICT NO. 14 WOODLAKE/PARADISE CREST

Addendum No. 1

September 28, 2017

This constitutes Addendum No. 1 to the Contract Documents for the LANDSCAPE MAINTENANCE DISTRICT NO. 14 WOODLAKE/PARADISE CREST

The Bidder shall acknowledge receipt of this Addendum on Page P-1 of the Bidder's Proposal (Blue Section), and attach this signed Addendum to the Bidder's Proposal when submitted.

- 1) INCORPORATE the following from the mandatory pre-bid meeting held on September 27, 2017 into the Contract Documents 1) Sign-in-Sheet.
- 2) Revise Bid Opening from October 3, 2017 to October 17, 2017 at 2:00PM

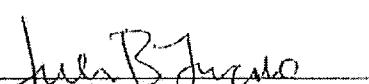
Notice to Contractors

- 3) Revise Item #9 on Page NC-2 and all related reference to Open Bids date from October 3, 2017 to October 17, 2017.

Articles of Agreement

- 4) On page A-1, revise 2.1b by changing bid date from October 3, 2017 to October 17, 2017.

APPROVED:

  
Julie B. Lucido  
City Engineer/  
Assistant Director of Public Works

ACKNOWLEDGEMENT:

  
CONTRACTOR

Attachment

**LANDSCAPE MAINTENANCE DISTRICT NO. 14  
WOODLAKE/PARADISE CREST**

## **BASE BID**

Item No.	Item of Work	Unit	Quantity	Unit Price	Total Price
1.	Landscape Maintenance District No. 14 – Woodlake/Paradise Crest	Month	24	\$4,700.00	\$112,800.00
<b>TOTAL BID:</b>					\$112,800.00

**Note: Contractor shall bid on all Base Bid Items. The basis of award shall be based of the Base Bid. Failure to bid on all items will be cause to reject contractor's bid.**

## **REQUIRED INFORMATION**

On occasion, the City of Fairfield may ask the contractor to perform work in addition to the regular duties. Prospective bidders are required to provide the following information, which will remain firm for the term of the contract:

**METHOD OF PRICING IRRIGATION PARTS:** 15% mark up on parts and material

**EXTRA/EMERGENCY WORK: HOURLY RATE FOR ONE WORKER:**

\$175/hour- first hour

\$100/hour- subsequent hours(2 hour minimum)

Prior to repairing any leaking irrigation pipe or sprinklers or performing any extra work that may be needed; the contractor will provide a job estimate outlining the scope of work to be performed. Said work will be approved by the Landscape Maintenance Manager (LMM) prior to beginning work. Extra work may include activities beyond the frequencies of maintenance as described in the Specifications. The LLM will request a proposal to perform such activities.

## STATEMENT OF EXPERIENCE

Indicate below, or on a separate sheet, at least three (3) references from accounts similar in size. Be sure to include for each reference: an account name, contact person, telephone number, and how long you have had the account. The contractor must have five (5) years of experience performing similar work on large-scale maintenance contracts. Lack of experience and good references are grounds to reject bids.

1. Account Name: City of Suisun

Address: 4555 Petersen Rd. Suisun City, CA 94585

Contract Person/Title: Jeff Penrod

Phone Number: (707) 421-7349

Number of years servicing this account: 7

2. Account Name: City of Emeryville

Address: 1333 Park Avenue Emeryville, CA 94608

Contract Person/Title: Dan Stevenson

Phone Number: (510) 596-4300

Number of years servicing this account: 17

3. Account Name: City of San Ramon

Address: 5000 Crow Canyon Rd. San Ramon, CA 94582

Contract Person/Title: Scott Rennicks

Phone Number: (925) 973-2802

Number of years servicing this account: 2

Note: Failure to comply with this section and background check can be grounds for rejecting bid.

## **PROPOSAL QUESTIONNAIRE\***

Contractor will be disqualified if the questions are not answered. Use additional sheets of paper to answer any of the questions. Performance based on reference check for experience will be grounds to terminate bid if not accurate.

1. How many years has your company been in the business of providing landscaping services, and what geographical areas does your firm provide landscaping service to?

(See Attached)

2. Describe the type(s) of safety training your employees and the Quality Assurance Program that is directly related to the performance of the landscaping services requested.

(See Attached)

3. What is the current number of employees working for your firm, will you be hiring to perform this work, will this contract spread your work force and resources thin?

(See Attached)

4. Provide a standard detail worksheet assignment for an average day dealing with multiple sites without compromising the maintenance.

(See Attached)

5. How many field crews does your firm intend to assign to each site, each day and how do you plan to meet the City's contract for completing all work that is required?

(See Attached)

6. Describe on a separate sheet of paper your firm's work plan for each of the locations. The work plan shall include manpower, equipment, and time spent per day/week/month or as described in the contract, supervision, irrigation tech, and any specifics per the City's specification. Failure for the contractor to have proper manpower and resources will disqualify the bidder. The Facility Manager (FM) has ultimate say, if proper resources are available by the contractor to meet the expectations of the contract by reviewing your work plans before the contract is awarded. In all cases, if the FM determines that the contractor has not met the requirements, the contractor will not be awarded the contract or after the contract is awarded the contractor can be placed in default. It is the upmost importance that the contractor has significant amounts of manpower, resources, and materials to meet every level of this contract and comply fully with the seasonal, monthly, weekly and daily task. There will be no exceptions, and no excuses.

(See Attached)

7. Indicate below the name of the person who will be responsible for administering the contract, if awarded. Also, include the person's title, telephone number, address and Internet E-mail address.

(See Attached)

\* Attach additional pages if needed

## DESIGNATION OF SUBCONTRACTORS

In accordance with Section 8.6 of the General Provisions of the City of Fairfield Standard Specifications and Details for this contract, the following list of subcontractors is submitted with the proposal and made a part thereof.

If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, he shall be deemed to have agreed to perform such portion himself, and he shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work for which no subcontractor was designated in the original bids shall only be permitted in cases of public emergency or necessity, and then only after receiving written approval from the Engineer.

The name, location of the shop or office and CSLB license number of each subcontractor who will perform work or labor or render service to the Contractor in or about the landscape maintenance work of the project and that portion of the work to be performed by the subcontractor is as follows:

<u>Subcontractor's Name and Address</u>	<u>Sub Contr. CSLB Lic. Number</u>	<u>Portion of Work or Item(s) of work to be performed</u>	<u>Percent of Total Contract</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Note: Attach additional sheets if required.

**NONCOLLUSION AFFIDAVIT TO BE EXECUTED  
BY BIDDER AND SUBMITTED WITH BID**

The undersigned declares:

I am the General Manager of New Image Landscape Company, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

10/16/17

---

*John Doe*  
(Signature)

**NOTE: THIS FORM MUST BE NOTARIZED**

New Image Landscape Company

**Name of Firm**

3250 Darby Common Fremont, CA 94539

**Business Address**

(510) 226-9191

**Phone Number**

*Takehara*  
**Signature of Responsible Official**

**Contractor's License:**

a. Class: C27/C61/D49  
b. Number: 719106  
c. Expiration Date: 2/28/2018  
d. FEI Number: 94-3235925

If corporation or partnership, give legal name of corporation, president, secretary, treasurer, or names of all partners.

New Image Landscape Company

President- Brian Takehara

General Manager- Russell Takehara

Vice President- Guillermo Ruvalcaba

Treasurer- Irene Briggs

# CALIFORNIA JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }

COUNTY OF ALAMEDA }

Subscribed and sworn to (or affirmed) before me on this 16<sup>th</sup> day of Oct, 2017

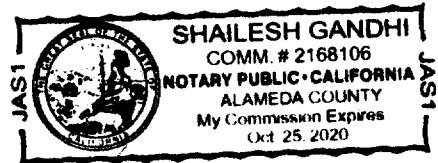
by Russell Takehana

*Name of Signers*

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature: Shailesh Gandhi

*Signature of Notary Public*



*Seal*

*Place Notary Seal Above*

## OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent attachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_



## Proposal Questionnaire

### 1. How many years has your company been in the business of providing landscaping services, and what geographical areas does your firm provide landscaping service to?

New Image Landscape Company has been providing full-service landscape maintenance, tree and irrigation services since our inception in 1996. Over the last 20 years, we have expanded to now have six maintenance yards located in Fairfield, Benicia, Sacramento, Livermore, Fremont and Salinas.

### 2. Describe the types of safety training your employees and the Quality Assurance Program that is directly related to the performance of the landscaping services requested.

All of our employees attend annual safety trainings such as the Illness & Injury Prevention Program, the Heat Injury Prevention Program, Pesticide Training and machine & tool operating workshops. Our Account Managers hold daily safety briefings at each yard in the morning before crews are sent out to the field. These briefings review safe practices and proper handling of machinery and other equipment. It is very important to constantly stress the importance of safety so that safe practices happen on a regular basis in the field.

We institute a Quality Assurance program that is handled by the hierarchy of supervision in our company. Our Account Managers are responsible for overseeing all employees and contracts that are handled out of their designated service branch. We would be servicing the City of Fairfield from our Fairfield yard, which is managed by our Account Manager, Ed Sanchez. Ed is supported by his senior supervisor Francisco Ramirez. Francisco is also very knowledgeable in the landscaping industry and has extensive experience in Fairfield specifically. The Fairfield yard is also staffed with a full-time irrigation technician to handle irrigation work for clients.

All of the jobs that are serviced by the Fairfield yard have a hierarchy of supervision to ensure that the site is being maintained properly. The **foremen** are responsible for inspecting the job each day as they are the first and last ones on site. All crews meet for a daily briefing before heading out to the job sites, and also gather at the end of the day to check in with their supervisor. At this time, they are to report any issues found on the job site. This could include a broken sprinkler, dead tree, dying grass, etc. The issue will then be addressed and properly taken care of on the next service day. If there is an emergency situation, such as a hanging branch that is a safety hazard, it will be reported to the supervisor and Account Manager, and a crew will be sent to take care of it right away.

**Supervisors** report to Ed Sanchez, Fairfield Account Manager. The supervisors meet with Account Managers on a daily basis to review job progress, upcoming meetings, new work, etc. They are also onsite each day, looking over the crews to make sure they are on task and working efficiently. The supervisors also serve as a point of contact to our clients, and are capable of communicating with them and meeting onsite for inspections and walkthroughs.



**Account Manager**, Ed Sanchez is responsible for overseeing all crews, irrigation technicians and supervisors out of the Fairfield yard. He often delivers the daily morning meeting with the crews, where they review safety and the agenda for the day. Ed coordinates the schedule for the Fairfield yard. He also delegates a supervisor to report to different job sites to create a balanced and well supervised rotation of accounts. Throughout the day, Ed is also on jobsites overseeing the crews and inspecting the landscape. He is also available to meet with clients and inspectors onsite and does this quite frequently throughout the week.

**Operations Manager**, Guillermo Ruvalcaba has been with New Image for over twenty years and is responsible for overseeing all six of our Account Managers, as well as our accounts company-wide. Guillermo meets with each Account Manager on a weekly basis to review jobsite progression, new accounts, extra-work projects, etc. He also helps in the bidding process for many of our large accounts, and then helps to coordinate crews and equipment once a contract is awarded to us. Guillermo is constantly inspecting our job sites to add a fourth level of supervision to our accounts. He is another point of contact for our clients and is also available to meet onsite for walkthroughs. Guillermo is also the Vice President of New Image Landscape and has a lot of respect from our Account Managers and field staff with his extensive history in the landscaping industry and at New Image.

**3. What is the current number of employees working for your firm, will you be hiring to perform this work, will this contract spread your work force and resources thin?**

We currently have just over 200 employees at New Image and have experienced healthy growth since we were incorporated in 1996. We are confident that we will not be spread too thin as we are currently servicing the 'Landscape Maintenance District No. 14 Woodlake/Paradise Crest' contract along with 8 other landscape maintenance contracts with the City of Fairfield. With this said, we feel it will be very easy for us to continue to service the 'Landscape Maintenance District No. 14 Woodlake/Paradise Crest' account without being a burden to current resources. We would staff this account with veteran employees that are familiar with the areas, techniques and practices at New Image. With six yards, we also have the ability to move around equipment and employees as necessary. If we are awarded this account, we are confident that we can service it to exceed expectations of the City and it would not spread our work force and resources too thin.

**4. Provide a standard detail worksheet assignment for an average day dealing with multiple sites without compromising the maintenance.**

Please see our attached sample crew work schedule on the final page of this packet. This is a spreadsheet that we use to schedule our crews, showing where they will be each day of the week and the tasks that are to be accomplished. You can see in the table at the bottom right, we keep track of how many times a task has been performed and the frequency that is required for this account.



**5. How many field crews does your firm intend to assign to each site, each day and how do you plan to meet the City's contract for completing all work that is required?**

We plan to service the 'Landscape Maintenance District No. 14 Woodlake/Paradise Crest' contract with a 3-man crew, one (1) full day per week. We plan to meet the City's Contract requirements by developing a thorough understanding of the expectations and scope of work. Our irrigation technician will be available to handle irrigation work for the City, and our Tree Division will support our crew on this account to manage the tree work. We also have separate crews available to handle Extra Work to insure that our regular crew is not understaffed. We have allocated significant time, man-power and equipment to properly service this account.

**6. Describe on a separate sheet of paper your firm's work plan for each of the locations. The work plan shall include manpower, equipment, and time spent per day/week/month or as described in the contract, supervision, irrigation tech and any specifics per the City's specification.**

We plan to service this account with a 3-man crew, one (1) full day per week. This is equivalent to twenty-four (24) hours per week, and ninety-six (96) hours per month. We will pick up litter 3 days per week and our irrigation tech will inspect 4 irrigation controllers per month on a continuous rotation. The foreman on this crew is responsible for inspecting the jobsite each day, and reporting any issues to the account supervisor or account manager. Francisco Ramirez is our Fairfield account supervisor and will also be overseeing this account. He is available to meet with City of Fairfield personnel for job walks and is in constant communication with clients. Account manager, Ed Sanchez will also be overlooking this account to ensure that all requirements are being met. Ed is also available to meet with the City for site inspections and other related inquiries. With six yards and over 200 employees, we have the ability to move manpower and equipment around as needed. Our company-wide resources allow us to service large accounts similar to the City of Fairfield. All of our equipment is in good condition because we are constantly making new purchases to stay up to date with the current trends of the landscaping industry. We are confident that we have enough time, man-power and equipment to service this account and exceed the City of Fairfield's expectations.

**7. Indicate below the name of the person who will be responsible for administering the contract, if awarded. Also include the person's title, telephone number, address and Internet E-mail address.**

Ed Sanchez – Account Manager  
(530) 299 – 1258  
1801 Woolner Avenue, Fairfield, CA 94533  
[esanchez@newimagelandscape.com](mailto:esanchez@newimagelandscape.com)

Francisco Ramirez – Account Supervisor  
(510) 376 – 0087  
1801 Woolner Avenue, Fairfield, CA 94533  
[framirez@newimagelandscape.com](mailto:framirez@newimagelandscape.com)

# Sample Crew Work Plan

Monday	Tuesday	Wednesday	Thursday	Friday
		Landscape Clean-Up B-1, B-2	Landscape Clean-Up B-3, B-4	
6	7	8	9	10
Mow/Blow/Edge Lawn Areas B-1, B-2, B-3, B-4, B-5, B-6	Landscape Clean-Up B-5, B-6	Landscape Area Weed Control B-6	Landscape Area Weed Control B-5	
13	14	15	16	17
Mow/Blow/Edge Lawn Areas B-1, B-2, B-3, B-4, B-5, B-6	Landscape Area Weed Control B-3, B-4	Landscape Area Weed Control B-1, B-2		
20	21	22	23	24
Mow/Blow/Edge Lawn Areas B-1, B-2, B-3, B-4, B-5, B-6	Landscaping B-1, B-2, B-3	Landscaping B-1, B-2, B-3		
27	28	29	30	
Mow/Blow/Edge Lawn Areas B-1, B-2, B-3, B-4, B-5, B-6	Shrub & G/C Pruning B-1, B-2	Shrub & G/C Pruning B-1, B-2		



Task	Areas	Scheduled	Completed	Per Year
Mow/Blow/Edge	B-1 to B-6	4		40
Landscaping	B-1 to B-6	1		3 Beg of Apr', June, Sept
Inf. Aeration	B-1 to B-6	0		3 End of Mar, May, Aug
Landscape W/C	B-1 to B-6	1		12 Monthly
Open Space W/C	B-1 to B-6	0		2 May, July
Shrub & G/C Pruning	B-1, B-2	1		3 Rotating (all within 4 mons)
Shrub & G/C Fertilizat	B-1 to B-6	0		2 Beg of Sept, Mar
Landscape Clean Up	B-1 to B-6	1		12 Monthly
		2		21 2xmon (Dec-Feb 1x)

## BID BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS, the City of Fairfield ("City") has issued an invitation for bids for the work described as follows:

## LANDSCAPE MAINTENANCE DISTRICT NO. 14

## WOODLAKE/PARADISE CREST

WHEREAS, New Image Landscape Company

3250 Darby Common, Fremont, CA 94539

(Name and address of Bidder)

(“Contractor”) desires to submit a bid to City for the work.

WHEREAS, bidders are required under the provisions of the California Public Contract Code to furnish a form of bidder's security with their bid.

NOW THEREFORE we, the undersigned Contractor, as Principal, and

## Philadelphia Indemnity Insurance Company

Three Bala Plaza East, Suite 400, Bala Cynwyd, PA 19004

(Name and address of Surety)

(“Surety”) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto City in the penal sum of Ten Percent of Amount Bi

Dollars (\$ 10% of Amount Bid ), being not less than ten percent (10%) of the total bid price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Contractor is awarded a contract for the work by City and, within the time and in the manner required by the bidding specifications, enters into the written form of contract included with bidding specifications, furnishes the required bonds, one to guarantee faithful performance and the other to guarantee payment for labor and materials, and furnishes the required insurance coverage's, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

In case suit is brought upon this bond, Surety further agrees to pay all court costs incurred by City in the suit and reasonable attorneys' fees in an amount fixed by the court. Surety hereby waives the provisions of California Civil Code § 2845.

IN WITNESS WHEREOF, this instrument has been duly executed by Contractor and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: October 13, 2017

"Contractor"

New Image Landscape Company

By:   
Title

By:   
Title

"Surety"

Philadelphia Indemnity Insurance Company

By:   
Title Edward C. Spector, Attorney in Fact

By: \_\_\_\_\_  
Title \_\_\_\_\_

(Seal)

(Seal)

Note: This bond must be dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT****CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

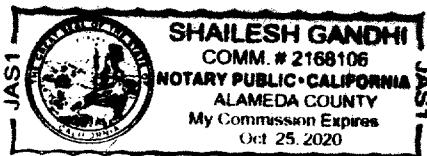
State of California )  
County of ALAMEDA )  
On 10-16-17 before me, Shailesh Gandhi, Notary Public  
Date Russell Takelana Here Insert Name and Title of the Officer  
personally appeared Russell Takelana \_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Shailesh Gandhi  
Signature of Notary Public



Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Individual  Attorney in Fact

Trustee  Guardian or Conservator

Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Individual  Attorney in Fact

Trustee  Guardian or Conservator

Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

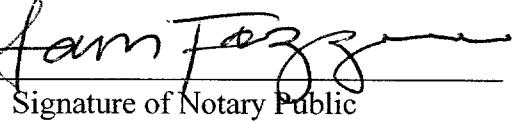
County of Los Angeles

On OCT 13 2017 before me, Sam Fazzini, Notary Public, personally appeared Edward C. Spector who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

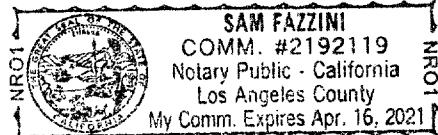
WITNESS my hand and official seal.

Signature



Sam Fazzini

Signature of Notary Public



## PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

## Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint Simone Gerhard, KeAna Wapato-Conrad, Nathan Varnold, Edward C. Spector, Thomas S. Branigan, Misty Wright, Marina Tapia and April Martinez of Aon Risk Services West, Inc., its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.00.

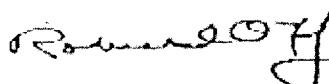
This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November, 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER  
RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

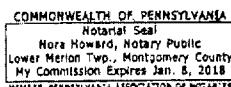
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 14<sup>TH</sup> DAY OF NOVEMBER, 2016.

(Seal)

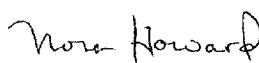


Robert D. O'Leary Jr., President & CEO  
Philadelphia Indemnity Insurance Company

On this 14<sup>th</sup> day of November, 2016, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



Notary Public:



(Notary Seal)

residing at:

Bala Cynwyd, PA

My commission expires:

January 8, 2018

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 14<sup>th</sup> day of November, 2016 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY